

# Skyward Family Access



## Why should I use Family Access?

Family Access is a web-based tool designed to enhance parent/guardian and school communication.

## What can I do or find in Family Access?

One login allows parents/guardians to view the records of all students within a single family, even if they are at different Auburn School District schools. Students and parents/guardians each have their own login account. Parents/Guardians can view:

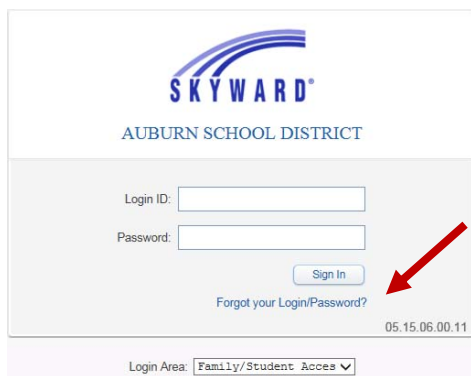
- Student Information and emergency contact information
- Assignments and grades in the teacher’s Gradebook
- Attendance
- Class schedules and teachers’ email addresses
- Messages from the school office or teachers
- Vaccination records and Health Information
- Food Service balance and account information
- Academic History – previous years’ grading information
- Graduation Requirements coursework status - for high school students

Parents/Guardians also have the ability to:

- In “My Account,” create automated email notifications for attendance, grades and food service low balance.
- In “Report Cards and Documents,” view your middle and high school student’s most recent grade report.
- In “Online Forms,” complete your high school student’s athletic eligibility packet (middle school coming soon).
- Set preferences for receiving phone calls, emails and text messages.

## How do I get Family Access?

Login names and passwords are available through each school office. Alternatively, if a parent/guardian has an email address already in our student information system, he/she can use the “Forgot your Login/Password?” option on the Skyward Family Access login screen to gain access to a Family Access login and password via email.



## How do I log onto Family Access?

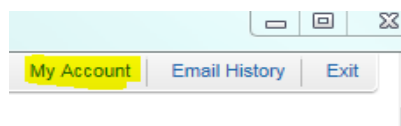
On the Auburn School District main URL/web site <http://www.auburn.wednet.edu> there is a link to Family Access – see the upper right corner of the screen. This same link is also available on each school’s web site.



## Skyward Family Access

### How do I add or change my email address? How do I change my password?

Use the **My Account** button in the top right corner of any screen within the Family Access program to change your email address and/or password.



Update changes and be sure to “Save” after you have entered your information.

**Account Settings**

Email:

Phone: (253)  Ext:

Cell:  (253)  Ext:

Show Google™ Translator in Family Access

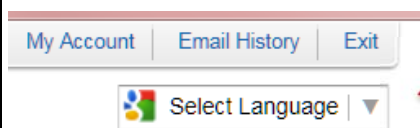
I'm Using a Screen Reader

Outline Links When Focused

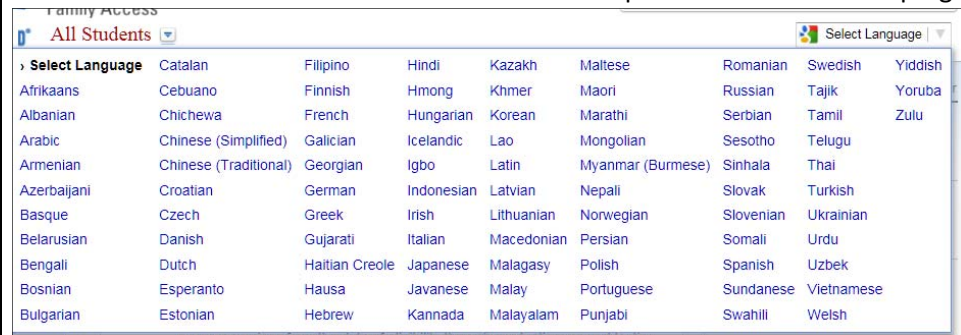
Family Access Login:

Password Last Changed:

### How do I use Google Translator in Family Access?



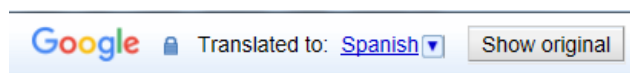
Click on the drop down arrow at the top right.



Click on the language.

### How do I change the language back to English?

To return to English, choose the “Show original” button located in the screen’s upper left area.



# Skyward Family Access

How can I sign up for text messages and add additional phone numbers?

Once logged into Family Access, families can set preferences for receiving phone calls, emails and text messages through the Skylert button.

From the menu on the left side of the screen, choose **Skylert**



In this area, families can update the primary phone number, add additional phone numbers, add or change an email, and designate numbers for text messages.

Areas for updating are My Skyward Contact Info and Additional Contact Info for Family.

